

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> ENVIRONMENTAL PLANNER	<b>DISTRICT/DIVISION/OFFICE</b> 04/ENVIRONMENTAL	
<b>WORKING TITLE</b> ENVIRONMENTAL PLANNER	<b>POSITION NUMBER</b> 904-603-4640-XXXX	<b>EFFECTIVE DATE</b> May 28, 2014

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

This is the recruitment and first working level in the series. Under the supervision of a Senior Environmental Planner and with guidance from an Associate Environmental Planner, in a training capacity, the incumbent plans and carries out the details of the less difficult and less complex environmental studies. The incumbent will gather, research, and analyze social, natural, and environmental data for preparation, review, and processing of environmental documents considering the impacts of transportation projects as mandated by Federal and State laws, regulations, policies and procedures. Travel is required, should possess a valid driver's license.

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

25% E	With guidance, will research and prepare environmental documents for maintenance projects. Establish and maintain an environmental maintenance database and project matrix to track maintenance transportation projects from inception through contract acceptance. May assist with preparation of power point presentations for training purposes.
25% E	Using various computer programs including Word, Excel & PowerPoint and with lead guidance, prepares draft maintenance agreements. Research information relating to the project assignment through various records such as freeway and cooperative agreements, appraisal maps, as-built drawings, Google Earth, photo log and various reports.
20% E	Prepare memos, letters and reports, file and organize both electronic and hardcopy project files and maintenance agreements, schedule meetings, emailing and faxing documents, making copies, and maintaining the office and field equipment.
15% (E)	Assists with conducting field and office research (including interviews) to identify and evaluate community and environmental effects of various transportation alternatives for the preparation of environmental documents.
10% M	Participates as a team member with engineering counterparts in the planning and development of proposed multi-modal transportation projects based on local, regional and state-wide needs.
5% M	Attend training courses, participate in internal and external teams and committees, and attend meetings such as staff, safety, project & public.

***SUPERVISION EXERCISED OVER OTHERS***

This position does not have supervisory responsibility.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Must be able to make an environmental inventory; gather and analyze natural, social, and environmental data; conduct interviews for gathering data; and, understand and interpret a multitude of existing state and federal environmental laws and regulations.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

An error in researching and evaluating environmental data on the various transportation alternatives for a proposed Caltrans project could delay the preparation and approval of project environmental documents. However, a proper review by the Associate or Senior Environmental Planner should minimize any errors.

***PUBLIC AND INTERNAL CONTACTS***

Works with engineering and transportation planning staff members of local agencies and Caltrans; handles intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends and participates in meetings with local, state, regional and federal agencies, interested groups and individuals. May assists at public presentations.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Report writing may require sitting for prolonged periods of time. Field work may require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

***WORK ENVIRONMENT***

The incumbent will work in a climate-controlled environment, but may also be exposed to extreme weather conditions during field reviews.

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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